

- Vacancy Announcement -

Pending Hiring Committee approval, The Housing and Community Development Authority is accepting resumes for a Post Closing Financial Analyst vacancy in the Hardest Hit Fund (HHF) program.

To be considered for this position applicants must:

- 1. Email a resume and one to three page professional writing sample to Jan Kovacs at jkovacs@spd.in.gov listing the title of the position in the email subject line.**
- 2. Upon Hiring Committee approval, applicants will also have to also submit an online application through the State's Job Bank website.**
While awaiting Hiring approval, candidates can submit an applicant profile on the job bank site at www.in.gov/spd. Click on:
 - Employment Opportunities**
 - Apply now**
 - Register now**

The position's salary can from 40,000 to \$55,000, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and resumes are being accepted until further notice.

Job Description

The Post Closing position participates as part of a team that verifies information and is responsible for ongoing servicer communications on enrolled clients for Indiana's HHF Program. The selected candidate will work with Common Data File communications systems in order to effectively work with servicers who are participating in the HHF program and will work with the Counselor Direct system, in particular with systems dealing with post-closing ongoing compliance and servicing enrolled borrowers. The position works daily with federal program guidelines and works to review and/or revise programs in areas of responsibility to ensure compliance of operations with laws, regulations, policies, plans, and procedures. As such, the position works closely with IHCD accounting and legal staff regarding issues with services or with processes in dealing with enrolled homeowners. The Post-Closing position assists in preparing annual revisions to all applicable guides and documents for IHCD's HHF program and will initiate or participate in the development, implementation, or interpretation of new or revised programs as directed. Additionally, the position works with IFPN/HHF Manager and staff to identify underwriting, construction oversight and program strategies that adhere to all EESA guidelines and requirements.

Qualifications:

Qualified candidates must possess relevant job experience in real estate, finance, or banking. Additional requirements include a Bachelors Degree or equivalent years of relevant experience.

A good understanding of the EESA guidelines as outlined by the U.S. Department of Treasury as well as an understanding of the guidelines under the Making Home Affordable Program and other government and GSE-related foreclosure prevention initiatives will be required. Demonstrated professional written and verbal communication skills are essential along with the ability to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels. This position will present to large and small groups, therefore strong presentations skills are needed. Computer proficiency, particularly with Microsoft Office programs is needed.